

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Public Utilities Director	<u>Revision Date:</u>	08/2014
		<u>EEO Category:</u>	Exempt
		<u>Status:</u>	Exempt (Exec)
		<u>Control No:</u>	20542

II. Summary Statement of Overall Purpose/Goal of Position:

An appointed Category 1 position under the strategic direction of the City Administrator and Mayor, manages all facets of operations, budget and personnel within the Public Utilities Department; investigates and develops further enterprise funds where feasible; maintains liaison with interlocal enterprises; and acquires intergovernmental funding for municipal projects.

III. Essential Duties:

- Develops and plans improvements for existing city utility systems; acquires and develops additional city utilities.
- Oversees long-range planning and development of public utilities programs and projects.
- Directs new utility construction design.
- Represents or provides representation of department's programs with the news media, citizen groups, or professional organizations.
- Acts as liaison with interlocal enterprises and governmental authorities.
- Hires, trains, motivates, evaluates, disciplines and directs the work of division managers and other staff.
- Prepares and administers the department's annual budgets.
- Ensures adequate supply of safe water for residential, commercial, industrial and agricultural consumption.
- Understands operation and interaction of water systems in Utah and Salt Lake Counties.
- Plans and develops emergency systems for water.
- Develops a long-term supply of water resources.
- Insures compliance with all federal, state, and local environmental regulation.
- Develops department policies to insure compliance with city, state, and federal regulation.
- Represents City on boards regarding water and irrigation companies.
- Negotiates transactions with businesses and governments, i.e. real property acquisition and sale, purchasing and service contracts, etc.
- Acquire intergovernmental funding for Municipal projects.

IV. Marginal Duties:

- Calls for and directs the preparation of reports and summaries of enterprise activities and proposals.
- Prepares applications for intergovernmental grants and other funding.
- Responds to citizen complaints pertaining to city operations.
- Directs the preparation of reports and summaries of projects and programs in progress.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires a bachelor's degree in Public Administration, Engineering or related field.

**Experience:** Requires ten years related experience with progressively increasing responsibilities including at least four years administrative and supervisory experience. May substitute two additional years of education for two years of experience, except supervisory experience.

**Certificates/Licenses:** Valid Utah Driver's Licenses required.

**Probationary Period:** Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Management, research, budgeting, public administration, statutory requirements of municipal water facilities and systems as they apply to the Safe Water Act, OSHA, EPA guidelines, etc.

**Responsibility for:** The direction of Public Utilities; great responsibility for the development and acquisition of additional public utilities within the city; supervision of the department budget; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of others - what to do, when to do it and how; great responsibility for the supervision of all Public Utility division managers and other staff members.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people.

**Tool, Machine, Equipment Operation:** Regular use a telephone, copy machine, calculator, City vehicle, computer, and printer.

**Analytical Ability:** Organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; coordinate and direct a variety of major construction and maintenance programs related to public utility projects; communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

*Physical Demands:* While performing duties of job employee typically handles office equipment, objects, or controls. Employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time and may occasional move up to 20 pounds.

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Moderate exposure to overtime; some evening and weekend work required. Occasional field work and exposure to traffic and construction site hazards; on call 24 hours a day for emergency situations due to severe weather conditions, water damage, pipe damage, property damage and flooding; regular driving required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_